

PROSPECTUS & GENERAL INFORMATION

2022



WOODFORD SCHOOL
LUSAKA

An Introduction

Woodford School Lusaka is a beautiful, co-education private school providing a 21st-century learning experience for learners from nursery to Grade 7. Since May 2013, it has rapidly grown to be a provider of quality education, serving the Lusaka community with a consistent record of outstanding academic achievements.

The school was established by founders with a long history of excellence in Zambia's education sector that stretches back to the 1960's. It is the first of several Woodford Schools planned to be established across the country.

The school aims to offer quality educational services based on traditional foundations and adopt modern methods whilst running efficiently and effectively as a business.

Our Values

Our values are:

- high standards
- competence
- professionalism and
- creative life skills.

Our Mission

It is our mission to offer academic excellence:

- Developing children to their full potential through an integrated programme that attends to their social, cognitive, physical, and emotional development
- Implementing a dynamic and relevant curriculum that addresses the changing needs of society and encourages a sense of responsibility.



Our Vision

Our local vision is to equip our pupils, unearth their potential, fill them with confidence and build up the family.

Our global vision is to raise a new generation of nation-builders who will positively impact our country, region, and global community.

Our History

Woodford School shares common ownership with Rhodes Park School, which started as a small nursery school established in 1966 to cater to Lusaka's white and expatriate community, who were the historical inhabitants of Rhodes Park and Fairview suburbs.

The school was purchased by a Lusaka lawyer, the late Mwansa Folotiya and his wife Lydia in 1973. Primary classes began seven years later, in 1980. Further growth over the following years resulted in the need for more space, and in 1985, a large plot of land was secured at Sibweni Road, Northmead, Lusaka.

The current phase of the Rhodes Park School's development began in late 1993 when ownership and control passed into the hands of the children of the late Mwansa and Lydia Folotiya after their untimely demise. The school started a major expansion and redevelopment programme that has seen it grow to become a leader in Zambia's private education sector.

Woodford School Lusaka was first established on a site in the heart of Kabulonga that had historically hosted another private school. Over the next five years, we expanded on the space originally available with a number of purpose-built structures and developed some of the existing buildings in order to accommodate the growing school population. The campus now offers a range of facilities that allow us to provide excellent education and high service standards.

However, with growth, came the need for additional facilities, including those for sports and the arts. Coupled with the need to eliminate rental costs and secure the long-term future of the institution, we acquired a 2-Hectare plot on Main Street Ibex Hill Lusaka, where our new future campus has already started to be established.

Construction started with sports fields and a combi-court that was commissioned in 2021 and that is used for PE and sports. The school is scheduled to fully move to Ibex Hill at the beginning of 2024.

Spiritual Foundation

Woodford School Lusaka offers non-denominational Christian schooling committed to the belief that a life based on a personal relationship with one's God is an essential component of a meaningful existence.

Thus, boys and girls of any faith are welcomed and respected.

The School Day

School commences at 07:20, and we request that children arrive at school in good time.

Reception 07:20 – 12:20
Primary 07:20 – 12:45

Recreational breaks
ELC – 30 min
Primary – 25 min
Lunch – 1-hour

Reception

Languages and Literacy	<ul style="list-style-type: none">• English• Rhymes• French and other
Maths	<ul style="list-style-type: none">• Mathematics Skills• Mathematics
Sciences	<ul style="list-style-type: none">• Environmental Science
Social Studies	<ul style="list-style-type: none">• Religious Education• Civic Education
Expressive Arts (EA 1)	<ul style="list-style-type: none">• Vocational Skills• Information & Communication Tech
Expressive Arts (EA 2)	<ul style="list-style-type: none">• Drawing and painting• Music, Games & Dances• Poetry• Free play• Physical Education

Upper Primary (Grades 5-7)

Languages and Literacy	<ul style="list-style-type: none">• English• French and other
Maths	<ul style="list-style-type: none">• Mathematics
Sciences	<ul style="list-style-type: none">• Integrated Science
Social Studies	<ul style="list-style-type: none">• Religious Education• Civic Education• Social Studies
Creative and Technology Studies	<ul style="list-style-type: none">• Vocational Skills• Information & Communication Technology
Expressive Arts	<ul style="list-style-type: none">• Art and Design• Music• Physical Education
Home Economics	<ul style="list-style-type: none">• Food and Nutrition• Health Education• Home Management and Needle Work

Academics and Curriculum

At Woodford School Lusaka, we strive to keep the Pupil-Teacher ratio as low as possible to ensure that each child gets maximum attention whilst in our care.

Our learners enjoy an enriched curriculum whose breadth and depth ensure they acquire appropriate knowledge, skills, and values. The academic program is crafted to build their confidence, independence, love for learning, and ability to solve life's challenges beyond their primary school years.

Woodford School Lusaka offers a broad-based and balanced curriculum giving learners a head start with essential skills covering academic, science and vocational subjects. Enrichment subjects such as French, ICT, Physical Education, and Music ensure holistic learning and develop arts and talent.

At the same time, a spirit of inquiry, critical thinking, and hands-on learning through collaborative student projects nurtures a desire for lifelong learning. Our qualified staff works closely with each learner to provide individualised support at each stage of academic, physical, social, and emotional development.

Subjects offered include:

Lower Primary (Grades 1-4)

Languages and Literacy	<ul style="list-style-type: none">• English• French and other
Maths	<ul style="list-style-type: none">• Mathematics
Sciences	<ul style="list-style-type: none">• Integrated Science
Social Studies	<ul style="list-style-type: none">• Religious Education• Civic Education• Social Studies
Creative & Technology Studies (CTS 1)	<ul style="list-style-type: none">• Vocational Skills• Information & Communication Tech
Creative & Technology Studies- Arts (CTS 2)	<ul style="list-style-type: none">• Art and Design• Music• Physical Education



Early Learning Centre (Nursery) – The Perfect Start

The Early Learning Centre comprises Crèche and Reception classes. Housed on the southern edge of our campus, the centre provides a supportive environment ideal for developing foundational skills in young children, many first-time school entrants in early childhood education.



Woodford School Lusaka offers Nursery classes on four levels:

- Reception 1 – Baby Class – aged 1 ½ to 2 ½
- Reception 2 – Beginners – aged 2 ½ to 3 ½
- Reception 3 – Intermediate – aged 3 ½ to 4 ½
- Reception 4 – Pre-Grade – aged 4 ½ to 5 ½

Each level has a syllabus with aims and objectives designed to cater to the particular age group.

Our emphasis on the importance of relationships, experiences, and the environment is evident throughout the seven broad areas of learning and development that inform Woodford School's educational program in the Early Learning Centre. These are:

1. Communication and language
2. Physical development
3. Personal, social, and emotional development

The three areas above are significant for setting a foundation for igniting children's interest and eagerness for learning, forming relationships, and flourishing.

In addition to the above critical area of learning, we support students' learning and development in Literacy, Mathematics, Understanding the World, Expressive Arts and Design.

We place a high premium on early reading so that all children take part in guided reading daily. They also go to the Library at least once a week to read and collect books for extended reading.

Bearing in mind the age of nursery pupils, we provide many opportunities for learning through play. The school has a wide range of facilities, provided inside and outside the classroom, with featured singing, storytelling, games and other traditional kindergarten activities.

During Pre-Grade, a child-centred school readiness programme balanced with play is adopted as the children are prepared for entry into Primary. They proceed to Primary with a perfect head start and can read and work independently. By the end of their learning career at Woodford ELC, learners achieve and often exceed national milestones of the National Early Years Curriculum.

General Communication

A school newsletter is sent out by the Head of School at the beginning and end of each term. The Deputy Head also shares colourful fortnightly diaries during the term that keep our community abreast of school programmes and activities. Incidental communications may be sent to you via email. Please keep us updated with your personal information (contact numbers, email addresses, etc.), so we can reach you in an emergency.

Physical Education and Sport

Woodford School Lusaka recognises that individuality entails that each pupil is a complex and uniquely talented person in their own right. Our school has full-time Physical Education teachers, and all classes have PE lessons to ensure pupils learn to appreciate the benefits of exercise and enjoy good health.



We offer a range of sporting activities such as tennis, basketball, netball, football, hockey, rugby, and athletics tailored towards young bodies' needs and abilities.

Remedial Classes

Teachers and parents work collaboratively to ensure that learning gaps in learners are identified and resolved. Woodford School Lusaka offers remedial coaching in the afternoons during term time. Pupils can benefit from the close attention a teacher handling a small group gives.

Learners also take part in what is called the School-Home Programme. This is the last activity of the day for learners who need to catch up on their schoolwork. Each grade has a special timetable for this programme.



The Library

The School Library not only complements what is taught in the classroom but also offers reference and recreational material for all ages.

The school has a well-equipped library for which a range of relevant books are purchased regularly.

Our qualified librarians are on hand to guide learners through the various books, magazines and other materials available.

Teachers

A Woodford School teacher is a specially selected individual chosen after extensive evaluation. All our class teachers are suitably qualified with at least a Certificate, Diploma or Degree in their profession as required by the Teaching Council of Zambia.

Teaching skills are continually honed through the attendance of seminars and courses. Our teachers also team up to teach special classes, and in so doing, they help each other to share concepts and improve standards.

Each Class Teacher is responsible for his or her own particular set of pupils, and may be aided by an Assistant Teacher or Teaching Assistant.

In order to minimise disruption to classes during cases of illness or absences, we have relief teachers who provide cover in such instances.

Primary

Woodford School offers an enriched curriculum that exceeds the set objectives in the Zambia Education Curriculum Framework. Students in Primary follow the national track curriculum called Zambia Primary Curriculum. Grade One children enter formal education, focusing on developing fundamental Literacy and Numeracy skills.

We follow a comprehensive, multi-faceted Literacy programme, incorporating international best practices to guarantee that comprehension is developed early as the basis for early reading (letter, sound recognition, blending words). This is preceded by writing various forms to demonstrate literacy skills attained.



The Upper Primary – Grade Three to Seven

This is a three-year program for Grades Five, Six, and Seven, culminating in an examination at the end of Grade Seven. Learners are prepared for the primary school leaving examination and attain a level Grade Seven certificate, an essential requirement for progression to Grade Eight, equivalent to Level 1 certification of the Zambia qualification framework.

Learning Support

The unit also extends the learning achievements of all learners who may require additional support or individualised assistance to maximise their learning potential during learning at Woodford.

A qualified Learning Support teacher conducts assessments with learners identified with additional learning needs and collaborates with the academic team to develop Individualised Education Plans (IEPs), which outline SMART goals for each child and the appropriate support roles of parents and teachers.

Technology Integration

Technology supports our vision of driving achievement and success for all students to acquire 21st-century skills. Our excellent online learning platforms allow effective remote learning and collaboration across the school community.

Inspection and Recognition

Defined as a school because it has more than five students of statutory school age, Woodford School Lusaka is required to comply with the full range of legislation designed to promote the interests and welfare of children up to the point at which they leave our care.

The school is strongly committed to meeting its obligations in this regard and, in particular, to giving practical effect to the provisions of the Education Act.

Progress and Assessment

We believe every interaction with learners is an opportunity to add value to their lives. For that reason, Woodford School endeavours to achieve excellence and progress for all learners.

Assessments throughout the year measure the teachers' impact on the learner, essentially, the learner's progress. The results of the evaluations are used to inform future learning and teacher planning.

Staff share each learner's progress through regular and scheduled progress meetings and report cards at the end of each academic term

Extra-Curricular Activities

By providing a wide choice of extra-curricular activities and clubs, we give sufficient opportunities for all learners to participate passionately in their talent development, artistic expression, sports, and cultural activities

Educational Tours

Woodford School Lusaka arranges educational trips and tours to supplement what is learned in the classroom. Our pupils are regularly taken to relevant and exciting places that help them to broaden their worldviews and give them new experiences.



These range from local day-trip outings to major excursions that see our Grade Six pupils visit Treetops school camp in Kafue National Park, while Grade Sevens travel to Livingstone and the Vic Falls Region. Our two school buses used on educational travel are funded by the PTA.

We have a policy that each class should go on at least one educational trip per term. In addition, many of our clubs also go on educational tours to places relevant to their aims and activities.

Our Locations

The Kabulonga campus is ideally located at the corner of Kabulonga and Bishops Roads, making it easily accessible along two major arteries of our city.

The new campus on Main Street, Ibex Hill is equally accessible and well located in a vibrant residential area.

Code of Conduct & Appearance

The school has a set of rules and regulations called the Standing Orders. These apply to Primary and above and should be studied and understood by all parents.

The school has a formal uniform for pupils (apart from Reception 1 (Baby Class)).

Parents and the School

Parents and guardians of children at Woodford School Lusaka are constantly invited to draw closer to the school and participate in its activities.

In particular, a special event called Great Academies is held annually to provide a formal opportunity for all to view the children's work and progress. Teachers are on hand for discussions and consultations, and the day is capped by a ceremonial display of presentations by the pupils as well as prize giving for academic achievement.

Other than this, our doors are always open for parents wishing to follow their children's progress more closely. We particularly appreciate support and attendance at the many events held each year.

Parent-Teacher Association

Our Parent-Teacher Association is a formal body that is composed of parents, teachers and staff that is intended to facilitate parental participation in a school. Its role is to encourage closer links between home and school.

Our PTA raises funds for educational field trips and holds several fundraising events and exercises throughout the year. It also has a social function too. The various social and sporting events and activities organised by PTA provide opportunities for parents, staff and pupils to get together.



All parents who have a child enrolled at the respective school and all academic staff working for the school are automatically members of the PTA.